***ATTACHMENT 1:*** ***Form of Expression of Interest – TA2***

**[On Contractor’s Letterhead]**

**FORM OF EXPRESSION OF INTEREST – TA2**

[Date]

**To: NGHI SON REFINERY AND PETROCHEMICAL LLC**

Address: Nghi Son Economic Zone, Hai Binh Ward, Thanh Hoa Province, Vietnam

Hanoi office: 14th Floor, West Tower, Lotte Center Hanoi, 54 Lieu Giai, Giang Vo Ward, Hanoi,  
Vietnam

**Attention: Procurement Section Manager**

**Subject: Letter Expression of Interest as a Contractor for NSRP TA2**

**Reference:**

Dear Sirs:

We acknowledge receipt of the subject Letter Expression of Interest (“EOI”).

We advise that we are:

interested to be considered as a Contractor for NSRP’s TA2 for the Services

not interested to be considered as a Contractor for NSRP’s TA2

<Reasons why would be appreciated> ……………………………………………

All future communications in respect of the EOI and subsequent Pre-Qualification should be addressed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor’s Name: |  | Telephone: |  |
| Attention: |  | Fax: |  |
| Address: |  | Email: |  |

This Form of Expression of Interest is signed on behalf of:

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor’s Name: |  | | |
| Signature: |  | Date: |  |
| Printed Name: |  |  |  |
| Title: |  |  |  |

***ATTACHMENT 2: QUESTIONNAIRE TA2***

|  |  |
| --- | --- |
| **I** | **REFERENCE INFORMATION** |
| General Information | NGHI SON REFINERY AND PETROCHEMICAL COMPANY (“NSRP”) is currently planning for a total refinery shutdown to carry out its second major turnaround in Q2-2027 (“TA2”).  NSRP is soliciting interest from appropriately qualified contractors who would like to be considered for inclusion on tender lists for the ongoing preparation work and the shutdown work scheduled for within the TA2 work scope. If your company would like to be considered as a candidate for tendering for packages of work on the TA2 you are requested to complete the attached questionnaire.  NSRP wishes to provide opportunities to contractors with the necessary skill and experience to perform the work for TA2. Therefore, you are encouraged to provide full and detailed information in order that your company’s areas of interest and capabilities are not jeopardized by the lack of knowledge.  This Questionnaire shall not be deemed to be an invitation to tender. NSRP shall have the right and sole discretion to determine the bidders for any tender. This questionnaire serves solely for the purpose of obtaining market information and shall not in any way be construed as to create any legal obligation on the parties responding to the questionnaire with NSRP, or vice versa. Expenses incurred by any party in connection to this shall be borne in their entirety by themselves.  **TA2 Overall Scope of Work:**  It will be mandatory that the awarded contractor shall take total responsibility to study, plan, prepare, manage and execute the maintenance and inspection activities of the TA2 Work Package(s), and to complete all the tests and handover of the associated Refinery Units in a safe, reliable, and high quality manner,and to be in a ready condition for the process start-up; all within a targeted schedule and in full satisfaction of the TA2 KPIs. It is anticipated that an incentive scheme will be instigated to promote compliance with agreed KPIs.  Additionally, there will be inspection / NDT according to PED (pressure equipment directives) services, electrical and instrumentation works to support the main works and specialist contracts.  Typically, the awarded contractor shall be fully responsible to carry out all the work as required in the Work List and its detailed Scope of Works. This shall include, but not be limited to, the following: preparation for the job sites; detailed planning and resource scheduling; discrete pre-works; spading / blinding, opening of equipment; implementation of the maintenance work; provision of necessary temporary facilities, tools and materials for the specific tasks; inspection; repair (if deemed necessary); testing; close / reassembly and preparation for startup – all following NSRP Requirements and procedures, particularly for HSSE, and also quality.  The awarded contractor shall also support NSRP to evaluate and determine the direct / root cause of defects (known and emergent) and shall support NSRP with final recommendations to ensure the reliability of equipment. |

|  |  |  |  |
| --- | --- | --- | --- |
| **II** | **QUESTIONNAIRE** | | |
| **A** | **GENERAL INFORMATION** | | |
|  |  | | |
| 1 | **Name of Company:**  …………………………………………………………………………………………………...…………… | | |
|  |  | | |
| 2 | **Registered Office of Company** | | |
|  | Address: …………………………………………………………………………………………………… | | |
|  | ………………………………………………………………………………………………………………… | | |
|  | Tel No.: ……………………………………………... | | |
|  | Fax No.: ……………………………………………... | | |
|  | Contact Person / Position Held: ………………… /………………………………. | | |
|  | E-Mail Address: ……………………………………………………………………. | | |
| 3 | **Type of Company** | | |
|  | Proprietorship ☐ Partnership ☐ Private Limited ☐ Public Listed ☐ | | |
| 4 | **Year Established** …………………. | | |
|  | Branch Office(s) in Vietnam (if any) / Elsewhere …………………. (state location) | | |
|  | Main Business of Company: …………………………………………………… | | |
| 5 | Does the organization have **business licenses / permits** for its business? | | |
|  | ☐   Yes ☐ No | | |
|  | ***If ‘Yes’, please attach relevant certificates*** | | |
| 6 | Please name any other **subsidiary companies** in the same group and state main business | | |
|  | Name of subsidiary company Main Business | | |
|  | a. …………………………… ………………………………… | | |
|  | b. ……………………………. ………………………………… | | |
|  | c. ……………………………. ….……………………………... | | |
| 7 | **Areas of Operation** | | |
|  | Please indicate below which are the countries where your Company operates: | | |
|  | a. Vietnam ☐ b. Korea ☐ c. Japan ☐ d. Malaysia ☐ e. Indonesia ☐ f. Thailand ☐  g. Malaysia h. Indonesia ☐ i. Thailand ☐ j. Philippines ☐ k. Singapore ☐ l. Others ☐ | | |
|  |  | | |
|  | Please state ‘Others’ ………………………………………………………………… | | |
| 8 | Are you a **Resident Contractor** of these clients or have any working experience with them? | | |
|  | Attach relevant details to support response. | | |
|  | Client | Resident Contractor  (Yes / No) | Work Experience  (Yes / No) (\*) |
|  | a. PVN – Dung Quat Refinery |  |  |
|  | b. KPI |  |  |
|  | c. IKC |  |  |
|  | d. MCI |  |  |
|  | e. NSRP |  |  |
|  | f. Others Major Oil & Gas Operators (list) |  |  |
|  | (\*) If ‘Yes’ specify discipline | | |

| **B** | **HEALTH, SAFETY, SECURITY AND ENVIRONMENT** |
| --- | --- |
| 1 | Does your company have a valid certification for its Occupational Health & Safety Management System? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’ provide a copy of your current certificate.*** |
| 2 | Does your company have a valid certification for its Environmental Management System? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’ provide a copy of your current certificate.*** |
| 3 | Does your company have HSSE organization? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’ provide a copy of HSSE organization chart (including both Corporate and Site/Project level)*** |
| 4 | Does your company have a process for identifying hazards and assessing / managing risks associated with identified hazards? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’ provide detailed evidence via examples of typical documents.*** |
| 5 | Does Corporate Management as well as Site Management carry out regular Health & Safety inspections and/or audits? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach an example report or audit finding*** |
| 6 | Does your organization have an accident/incident reporting and recording system? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach typical procedure and latest Corporate Safety Report*** |
| 7 | Does your company have a documented HSSE Policy endorsed by Corporate Management? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide a copy*** |
| 8 | Does a HSSE training program exist for all personnel and new hires? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide evidence*** |
| 9 | Are there qualified Key HSSE Personnel (OH&S Training Certified in Vietnam by Bureau for Safe Work or licensed providers) in your organization? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide further details attaching Resumes / Certificates*** |
| 10 | Do you record accidents, incidents, first aid injuries and near misses? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, populate ‘HSSE Data’ table in Appendix-1 HSSE Statistics with latest statistics for HSSE for the last 5 years*** |

| **C** | **QUALITY MANAGEMENT** |
| --- | --- |
| 1 | Does your company have a valid certification for its Quality Management System? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, Please provide a copy of the valid certificate*** |
|  |  |
| 2 | Does your company monitor technical training and/or certifications of your workforce? (e.g., training and certification on bolting works, on welding works, inspection works, NDT, scaffolding, rope access, lifting operation, coating/ painting, calibration…etc..) |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach Master List including employee name, certificate no., certification date, expiration date*** |
| 3 | Does your company provide job specific Quality training to your employees? (training & certification on ISO, QMS, API, Lean Six Sigma…etc.) |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach evidence*** |
| 4 | Does your company have a process to control and monitor the quality of your workmanship during a Shutdown/Turnaround project? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach evidence; an example QA/QC Plan or Quality Plan.*** |
| 5 | Does your company have a process to control and monitor the quality and traceability of materials used during the Turnaround/Shutdown Project? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach evidence (procedures and records)*** |
| 6 | Does your company conduct internal quality audits during a Turnaround/Shutdown Project? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach quality audits report.*** |
| 7 | How does your company handle non-conformances/deviations and ensure corrective actions are implemented effectively during a Turnaround/Shutdown Project? |
|  | ☐ Yes ☐ No |
|  | **If ‘Yes’, please attach closing non-conformances/deviations.** |
| 8 | Does your company have a process to control and monitor the quality of your subcontractor’s performance? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach evidence*** |
| 9 | How does your company manage quality documentation and ensure traceability of work for Shutdown/ Turnaround Projects? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach evidence.*** |
| 10 | How does your company capture and apply lessons learned from previous Turnaround/Shutdown Projects to improve quality? |
|  | ***Please attach evidence of Lessons Learned.*** |

| **D** | **FINANCE** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | Does your company have **financial statements** audited by a 3rd party? | | | | |
| 1 | ☐ Yes ☐ No | | | | |
|  | ***If ‘Yes’, please attach reports for the last three years, if ‘No’ please attach internal report for the last three years*** | | | | |
| 2 | **Company Turnover** – Please advise Company Turnover for the last three years and present forecast for 2025. | | | | |
|  |  | 2022 | 2023 | 2024 | 2025 Forecast |
|  | Total Turnover (M USD) |  |  |  |  |
| 3 | If applicable, are you prepared to provide a Parent Company Guarantee? | | | | |
|  | ☐ Yes ☐ No | | | | |
|  | **If ‘Yes’, please go to Question 4, if ‘No’ please provide further explanation why:** | | | | |
|  |  | | | | |
|  | Explanation: ………………………………………………………... | | | | |
| 4 | Parent Company Details (If Applicable) | | | | |
| 4.1 | Name of Ultimate Parent or Holding Company (if any): …………………………… | | | | |
| 4.2 | Registered Office of Ultimate Parent or Holding Company | | | | |
|  | Address: | | | | |
|  | …………………………………………………………………………………… | | | | |
|  |  | | | | |
|  | Tel No.: ……………………………………………... | | | | |
|  |  | | | | |
|  | Fax No.: ……………………………………………... | | | | |
| 4.3 | Type of Company | | | | |
|  | Proprietorship ☐ Partnership ☐ Private Limited ☐ Public Listed ☐ | | | | |
| 4.4 | Year Established: ………………………... | | | | |
| 4.5 | Please provide an organization chart showing the reporting relationship between your company and its Ultimate Parent or Holding Company. | | | | |

| **E** | **COMPANY EXPERIENCE** |
| --- | --- |
| 1 | Please provide an overview of your company’s experience. In addition, please ensure that you provide a description of your company’s specific experience as they relate to the subject services being requested, with particular attention to specialist services you can provide associated with **Refinery Key Units/Complexes** as listed below – Support this by filling in the record of recent relevant experience as per Appendix 2 Company Experience. |
|  | **Refinery's Key Units / Complex** |
|  | - Crude Distillation Units including LPG Treating/ Kerosene/ Gas Oil Hydro-desulphurizing Units |
|  | - Residue Fluid Catalytic Cracker (RFCC) Complex including Indirect Alkylation Unit |
|  | - Residue Hydro-desulphurizing Unit |
|  | - Hydrogen Manufacturing/Distribution Units |
|  | - Continuous Catalyst Regeneration (CCR) Platforming Complex |
|  | - Aromatics Complex (Xylene, Parex, Isomar, Tatoray, Sulfolane, Benzene) |
|  | - Polypropylene Unit |
|  | - Utilities Facility (Steam, Nitrogen, Air, Water) |
|  | - Crude Oil/ Subsea Pipeline |
|  | - Single Point Mooring |
| 2 | Does your company have experience being the Main Contractor/ Package Contractor or Sub-contractor for Shutdown / Turnaround / Outage project of refineries, gas/petrochemical plants, or similar heavy industrial production facilities executed in the last 10 years? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please attach references / recommendations to Appendix 2 Company Experience.*** |
| 3 | Does your company have techniques and capabilities in managing, planning, scheduling, resourcing of personnel, equipment and materials, and cost controlling all aspects of a Shutdown / Turnaround project? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide further details, including details of techniques and methodology, and proprietary software or IT systems that the contractor uses and would apply in delivering the services.*** |
|  | ☐ Primavera ☐ Microsoft Project ☐ Others |
|  |  |
|  | Others [please identify]: …………………………………. |
| 4 | Does your company employ permanent staff who have been engaged in any key positions for Shutdown / Turnaround Maintenance services in the last 5 years? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide further details, with evidence of experience in all the relevant aspects of the services.*** |
| 5 | Has your company used sub-contractors in previous Turnaround projects? |
|  | ☐ Yes ☐ No |
|  | ***If ‘Yes’, please provide details of projects and scope of work performed by sub-contractors*** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **F** | **COMPANY CAPABILITY** | | | | | | |
| 1 | Please provide a current Organization Chart of your company, including, but not limited to, management personnel, reporting relationships, personnel names including (Vietnam/ Asia/ International) locations who are likely to be available to carry out work on the TA2 project in Q2 2027. Please provide details in Appendix-3 In-house Expertise List. | | | | | | |
| 2 | Please indicate the number of labor, supervisors and management staff of the company, both currently in-house and the numbers that will be outsourced for the TA2 project in Q2 2027.  Please also provide evidence. | | | | | | |
|  |  | Skilled Labor | | Supervisors | | Staff | |
|  | Work Description | In-house | Outsourced | In-house | Outsourced | In-house | Outsourced |
|  | a. Mechanical / Piping Works at Site (e.g. welders, fitters, craftsmen) |  |  |  |  |  |  |
|  | b. Piping/Structure Fabrication |  |  |  |  |  |  |
|  | c. PSV/ Manual Valve Service |  |  |  |  |  |  |
|  | d. Control Valve |  |  |  |  |  |  |
|  | e. Refractory |  |  |  |  |  |  |
|  | f. Electrical Works |  |  |  |  |  |  |
|  | g. Instrument/ Analyzer Works |  |  |  |  |  |  |
|  | h. Painting Works |  |  |  |  |  |  |
|  | I. Insulation Works |  |  |  |  |  |  |
|  | j. Scaffolding Works |  |  |  |  |  |  |
|  | k. Tankage Works |  |  |  |  |  |  |
|  | l. Hydrojetting Crew |  |  |  |  |  |  |
|  | m. Manhole / Fire Watchers |  |  |  |  |  |  |
|  | n. Lifting Crew – Rigger / Signal man |  |  |  |  |  |  |
|  | o. PWHT crew |  |  |  |  |  |  |
|  | p. Inspection/ NDT Services |  |  |  |  |  |  |
|  | r. Intel Pigging |  |  |  |  |  |  |
|  | Note the following definitions for completion of the above table. | | | | | | |
|  | Skilled Labor: Direct field labor employed/ outsourced by company – for work in Vietnam this includes working foremen level | | | | | | |
|  | Supervisors: Responsible for supervising direct field labor on Site | | | | | | |
|  | Staff: Project Management and Technical employees of the company, normally based on Site | | | | | | |
| 3 | **Current and Committed Workload for 2026/ 2027**  Please fill in the table in Appendix-4 List of Current and Committed Workload in 2026 / 2027 to list your Current and Committed workload in 2026/ 2027. | | | | | | |
| 4 | **Design/ Engineering Capability** | | | | | | |
|  | Please provide brief details, as an attachment, of any design / engineering capabilities your company presently retains, giving details of resources and CAD and/or manual techniques, which are necessary for TA maintenance work. | | | | | | |
| 5 | **Fabrication/ Repair Capacity** | | | | | | |
|  | Please provide brief details, as attachment, of any fabrication / repair capability your company presently retains, giving details of resources (manpower & machines) and workshop (size/capacity & certification e.g., U/R stamp), which is necessary for TA maintenance work. | | | | | | |
| 6 | **Tools and Equipment Owned or Hired** | | | | | | |
|  | Please use Appendix-5 List of Owned / Hired Tools & Equipment to indicate the major tools & equipment (both fixed and mobile) currently in the company’s ownership including lease agreements (no more than 20 entries). Do not include toolbox type equipment. The value of the listed equipment should be greater than USD 50,000, although welding machines, cutting sets and transformers should be listed. | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **G** | **INTEREST OF TENDERING FOR TA2 PROJECT** | | | | |
| 1 | Would your company like to participate in this tender as a Main Contractor or as a Sub-contractor? | | | | |
|  | ☐ Main Contractor  ☐ Sub-contractor  ☐ Not interested | | | | |
|  | ***If ‘Yes’, please state which type of work you are interested in:*** | | | | |
|  | **Service** | **Interested** | **In-House** | **Sub-contract** | **Not Interested** |
|  | Mechanical & Piping | ☐ | ☐ | ☐ | ☐ |
|  | Cleaning Fin Fan/ Heat Exchanger | ☐ | ☐ | ☐ | ☐ |
|  | PSV/ Manual Valve | ☐ | ☐ | ☐ | ☐ |
|  | Control Valve | ☐ | ☐ | ☐ | ☐ |
|  | Refractory | ☐ | ☐ | ☐ | ☐ |
|  | Inspection/ NDT Services | ☐ | ☐ | ☐ | ☐ |
|  | Craneage | ☐ | ☐ | ☐ | ☐ |
|  | Electrical Equipment Maintenance | ☐ | ☐ | ☐ | ☐ |
|  | Rotating Equipment Maintenance | ☐ | ☐ | ☐ | ☐ |
|  | Instrumentation & Analyzer | ☐ | ☐ | ☐ | ☐ |
|  | Intel Pigging | ☐ | ☐ | ☐ | ☐ |
|  | Subsea Pipeline | ☐ | ☐ | ☐ | ☐ |
|  | Single Point Mooring | ☐ | ☐ | ☐ | ☐ |
|  | Painting & Coating | ☐ | ☐ | ☐ | ☐ |
|  | Scaffolding & Insulation | ☐ | ☐ | ☐ | ☐ |
|  | Others (please specify) | ☐ | ☐ | ☐ | ☐ |
|  | **I hereby declare that the information provided herein is accurate and correct.**  Questionnaire ***Fully*** Answered: Yes  / No  Attachment: Product Catalogue, Company Profile………………. (list others)  **SUPPLIER / CONTRACTOR AUTHORISED REPRESENTATIVE**  Full name: ..................................... Signature: .....................................................................  Title: ....................................... Date: .......................... Phone: ……………………………….……  Note:  Irrespective of whether or not you wish to tender and if you do not wish to complete this questionnaire you are required to sign the above declaration. Your signature will be deemed to confirm your undertaking not to divulge any of the details of the project referred to above to any third party other than your joint venture partners (if any) and provided always that they will be deemed to have given such an undertaking. | | | | |

Appendix-1 HSSE Statistics (Question B10)

Appendix-2 Company Experience (Question E2)

Appendix-3 In-house Expertise List (Question F1)

Appendix-4 List of Current and Committed Workload in 2026 / 2027 (Question F3)

Appendix-5 List of Owned / Hired Tools & Equipment (Question F5)

Appendix-1 HSSE Statistics (Question B10)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXPOSURE** | **Current Year** | **2024** | **2023** | **2022** | **2021** | **2020** |
| Total Manhours worked |  |  |  |  |  |  |
| Exposure - Driving (km) |  |  |  |  |  |  |
| Exposure - Site Work (hours) |  |  |  |  |  |  |
| **SAFETY** | **Current Year** | **2024** | **2023** | **2022** | **2021** | **2020** |
| Fatalities |  |  |  |  |  |  |
| Lost Time Incidents |  |  |  |  |  |  |
| Lost Workday Cases |  |  |  |  |  |  |
| Restricted Workday Cases |  |  |  |  |  |  |
| Medical Treatment Cases |  |  |  |  |  |  |
| First Aid Cases |  |  |  |  |  |  |
| Total Recordable Cases  (sum FAT, LWC, MTC, or RWC) |  |  |  |  |  |  |
| Near Miss Incidents |  |  |  |  |  |  |
| Fatal Accident Rate (per 108 hours) |  |  |  |  |  |  |
| Lost Time Injury Frequency (per 106 hours) |  |  |  |  |  |  |
| Total Recordable Case Frequency (per 106 hours) |  |  |  |  |  |  |
| **ENVIRONMENT** | **Current Year** | **2024** | **2023** | **2022** | **2021** | **2020** |
| Loss of Primary Containment (recordable) |  |  |  |  |  |  |

Appendix-2 Company Experience (Question E2)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Client** | **Name / Location of Project** | **Refinery Units / Complex [3]** | **Work Description** | **Duration & Year Completed** | **Contract Value [1]** | **Total Manhours [2]** | **Scope of work carried out by the Company** | **Scope of work carried out by Sub-contractor** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| [1] indicate currency | | | | | | | | |
| [2] only direct field labor | | | | | | | | |
| [3] indicate Refinery Units / Complex(es) as listed in Question E.1 | | | | | | | | |
| If you have carried out any of the above works in Joint Venture/ Consortium please specify your Joint Venture/ Consortium Partner(s) | | | | | | | | |

Appendix-3 In-house Expertise List (Question F1)

| **Discipline [1]** | **Number of Staff** | **Office Based Q'ty** | **Site Based Q'ty** | **Total Available** | **Average Experience Years** | **Average Years with Company** |
| --- | --- | --- | --- | --- | --- | --- |
| Directors |  |  |  |  |  |  |
| Senior Management / Department Heads |  |  |  |  |  |  |
| Site/ Project Managers |  |  |  |  |  |  |
| Project Engineers |  |  |  |  |  |  |
| Designers (List each by discipline) |  |  |  |  |  |  |
| Engineers (List each by discipline) |  |  |  |  |  |  |
| Estimators |  |  |  |  |  |  |
| Planners |  |  |  |  |  |  |
| Schedulers |  |  |  |  |  |  |
| Quantity Surveyors |  |  |  |  |  |  |
| Contract Administrators/Engineers |  |  |  |  |  |  |
| QA/QC Engineer |  |  |  |  |  |  |
| Inspectors |  |  |  |  |  |  |
| Supervisors |  |  |  |  |  |  |
| Corporate HSSE Officer |  |  |  |  |  |  |
| Site HSSE Officer |  |  |  |  |  |  |
| Admin & Clerks |  |  |  |  |  |  |
| Finance and Accounting Department |  |  |  |  |  |  |
| Procurement Department |  |  |  |  |  |  |
| Others to specify |  |  |  |  |  |  |

[1] Please provide an organization chart defining the different departments and corporate structure of your company

Note: You may alter this list to suit the structure of your company

Appendix-4 List of Current and Committed Workload in 2026 / 2027 (Question F3)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Client** | **Main Contractor**  **(If Applicable)** | **Name / Location of Project** | **Work Description** | **Duration** | | **Work Value [1]** | **Total Manhour [2]** | **Direct Labors - Max / Average**  **[3]** | **Supervisors** |
| **Start**  **Date** | **Finish**  **Date** |
|  |  |  |  |  |  |  |  |  |  |
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[1] indicate currency

[2] only direct field labors (up to foremen)

[3] only direct field labor (up to foremen) during site work execution

Appendix-5 List of Owned / Hired Tools & Equipment (Question F6)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Equipment Type** | **Year of Manufacture** | **Total Number of Units Owned / Hired** | **No. currently located in Vietnam** | **No. currently located in South Asia** | **No. currently located Internationally** |
| 1 | Mobile Crane X Tone | Example | m – Owned  n – Hired |  |  |  |
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